



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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ACTION BY:
Various Dates

TO: Principals

FROM: Keith Oswald, Deputy Superintendent/Chief of Schools 

SUBJECT: **FY19 SCHOOL EFFECTIVENESS QUESTIONNAIRE (SEQ)**

The District School Effectiveness Questionnaire (SEQ) is an essential tool to provide feedback and support toward developing and maintaining a positive and supportive school culture and climate. The District also uses the SEQ results to ensure continuous improvement (Strategic Plan Theme: High-Performance Culture) and to meet accreditation requirements.

Our stakeholder responses are important! Ongoing research reveals that student/parent engagement in schools can improve student achievement, reduce absenteeism, and improve parent confidence in their child's education. Students with involved parents or other caregivers often earn higher grades and test scores, have better social skills, and show improved behavior. In addition, by engaging teachers and staff, the school community creates an environment where all members are welcomed, supported, and feel safe in school.

Teacher-Staff Version

The teacher-staff version will be administered online again this year for all school-based employees including teachers, instructional, non-instructional, and school-based administrators. All school-based employees will receive a unique email message by **Monday, January 7**, from QuestionPro, our third-party online surveys tool. The email will contain instructions for taking the SEQ along with a one-time-use, **non-transferable hyperlink that cannot be shared**. Each employee must use their own hyperlink to take the SEQ. This hyperlink can be used from any computer or device. The SEQ may take 15-20 minutes to complete. Once the survey is completed and submitted, the hyperlink expires and cannot be shared or re-used. All SEQ hyperlinks will expire at midnight on **Friday, February 22**.

Parent/Student Version

Parent and Student versions of the SEQ will be delivered to all schools by **Friday, January 11**. Please provide the Parent version of the SEQ to every student in grades K–12 and Student version to grade 5–12 students. To accommodate non-English speaking students, we are providing cut-and-fold overlays of the Student SEQ for Spanish, Haitian-Creole, and Portuguese languages. These overlay sheets are available for download on the Research and Evaluation's SEQ page or: <http://l.sdpbc.net/or2ks>

Parent versions of the SEQ in Spanish, Haitian-Creole, and Portuguese languages will be delivered along with the English version.

As was done last year, the Parent and Student SEQ may be taken online. The URL is printed on the SEQ Scantron forms. Schools may direct the parents to this URL: <http://parent2019seq.questionpro.com>. Schools may direct the students to this URL: <http://student2019seq.questionpro.com>. Spanish, Haitian-Creole, and Portuguese SEQ translations are available using this same link. All SEQ hyperlinks will expire at midnight on **Friday, February 22**.

All instructions and downloads are available on the Research and Evaluation's SEQ page or at: <http://l.sdpbc.net/or2ks>

Timeline

1. Monday, January 7 – All school-based employees will receive an email from QuestionPro with a unique link to take the SEQ. Schools may wish to provide time during a PDD to complete.
2. By Friday, January 11 – Parent and student versions of the SEQ Scantron forms will be sent to all schools. (Spanish, Haitian-Creole, and Portuguese overlays for students are available on the Research and Evaluation's SEQ page.) – These will be delivered direct from Scantron.
3. Friday, February 22 – Survey window closes and all survey links expire.
4. By Monday, February 25 – All Scantron SEQ forms must be boxed, labeled, and ponied or delivered to the **Test Distribution Center (TDC)**. If delivering, please call ahead to the TDC to make certain staff is available (561-684-5155).

Survey	Dates	Format	Note
Teacher/Staff	January 7 – February 22	Online	Unique email link, do not share
Student	January 21 – February 22	Paper, Online	- Paper SEQ Forms must be shipped to TDC by February 25 - Online links expire February 22
Parent	January 21 – February 22	Paper, Online	

DEF/KO/MH/PH/RP/LK:tm

Approved: 

Donald E. Fennoy II, Ed.D., Superintendent